

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**

**341 SPACE WING INSTRUCTION 13-201**

**1 JUNE 2001**



**Space, Missile, Command, and Control**

**FLIGHT LINE VEHICLE CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, Airfield, and Range Management*, and establishes procedures and guidance for all personnel using Malmstrom Air Force Base (MAFB) Flight Line. This instruction is consistent with guidance provided in AFI 13-213, *Airfield Management*, and AFSPC Supplement 1. This instruction supplements guidance contained in AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, AFI 24-301, *Vehicle Operations*, AFOSH STD 91-100, *Aircraft Flight Line – Ground Operations and Activities*. It applies to all military personnel, DOD civilians, civilian contract and vendor personnel required to operate motorized vehicles within the confines of the MAFB Flight Line. Maintain and dispose of all records created by processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

The extent of changes to this instruction is so great that the entire instructions should be reviewed. Paragraph numbering and titles have changed. Speed limits have changed and directions for drivers in the Helicopter Movement Area and near helicopters have been added. A HMA diagram has been added. A certification process has been added for all drivers.

**1. General Procedures.** The helicopter operations area in the vicinity of Building 1440 and the remaining closed runway is officially designated Malmstrom Air Force Base's flight line (See **Figure 1.**). As a flight line, this area is designated an aircraft ground movement area or Helicopter Movement Area (HMA). For the purpose of this Instruction, the terms flight line, HMA, and Aircraft Ground Movement Area will be considered interchangeable. The use of motor vehicles in the HMA is necessary for normal operations and maintenance and requires flight line driving certification. In addition to certification, all drivers must have a legitimate reason to operate in the flight line area. Vehicle operators must receive per-

mission by phone or radio from the 40 HF Operations Duty Officer (ODO) prior to commencing operations in these areas. Motor vehicles present a clear and present danger to both helicopters and ground personnel. Carelessness and/or disregard for safety rules by HMA drivers will not be allowed. FLIGHT SAFETY WILL NOT BE COMPROMISED FOR VEHICLE TRAFFIC CONVENIENCE.

**2. Responsibility.** 341 SW/SEF has overall responsibility for the HMA driving program. Each unit will designate a trainer who will be responsible for training individuals within their unit, maintaining a current list of all trained personnel, and forwarding a current list to 341 SW/SEF. 341 SW/SEF will provide a Flight line Drivers Training Program lesson plan to assist units in training their personnel. Using the lesson plan provided by 341 SW/SEF will provide a basic lesson plan for all units. Current unit trainers will train newly appointed unit trainers. If no one is available at individual units, 341 SW/SEF will provide appropriate training to unit trainers.

**3. Enforcement.** HMA driving violations will be reported to 341 SW/SEF. If necessary, Security Forces will assist with identification. Flight line driving privileges will be revoked for a minimum of 14 days for a flight line driving violation. 341 SW/SEF in conjunction with unit trainer will suspend flight line driving privileges based on the infraction. Unit trainers and 341 SW/SEF will be responsible for retrieving the violator's flight line competency card. The individual's commander will be notified before corrective actions are taken. Retraining by unit trainer and approval from 341 SW Flight Safety is required for reinstatement of flight line driving privileges. On the second offense, or if the driver is not certified for flight line driving, the offender will have their base driving privileges revoked for 10 days.

**4. Authorization.** Motor vehicle traffic in the HMA is restricted to Government Motor Vehicles (GMV) on official business, vendor or contractor vehicles, Privately Owned Vehicles (POV) driven by key command personnel responding to an accident, incident or emergency, and POV's authorized in writing by 341 SW/SEF.

## **5. Helicopter Movement Area Vehicle Control.**

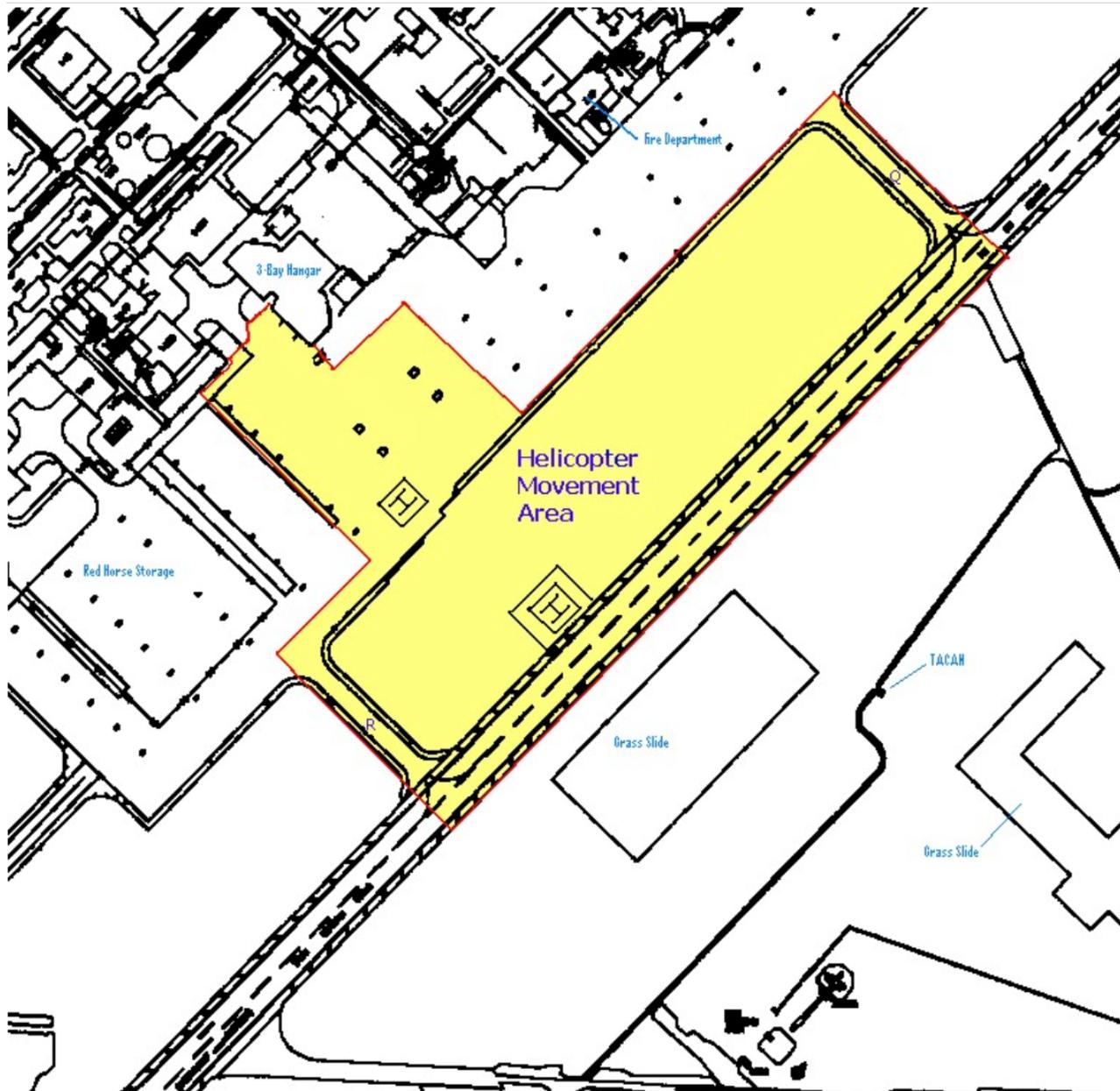
5.1. Squadron commanders assigning personnel to operate motor vehicles in the aircraft ground movement area must comply with the following:

5.1.1. Ensure only a minimum number of personnel necessary for mission accomplishments are authorized to operate a vehicle within the aircraft ground movement area.

5.1.2. Ensure the immediate supervisors personally ascertain that their operators are physically, mentally, and emotionally capable of performing assigned driving tasks.

5.1.3. Ensure drivers possess a valid state driver's license and do not have a questionable driving record.

Figure 1. Malmstrom Helicopter Movement Area Map.



## 5.2. Prerequisites for Helicopter Movement Area Driving.

5.2.1. All drivers requiring routine access to the HMA must possess a valid state driver's license and complete flight line drivers training at Malmstrom AFB, before operating in the HMA. The driver must also possess a valid AF Form 483, *Certificate of Competency*, signed and certified by their unit trainer or 341 SW/SEF. While operating in the HMA, drivers must have their driver's license and AF Form 483 on their person. Personnel operating GMV's will be licensed in accordance with AFMAN 24-301, *Vehicle Operations*.

### 5.2.1.1. Exceptions

5.2.1.1.1. Drivers of vehicles that are responding to emergencies in or through the HMA

do not require licensing, if that is the only time they would drive in the HMA.

5.2.1.1.2. Higher headquarters' visitors and inspectors do not need local training, provided they are flight line certified at their home station. However, these individuals must receive a local flight line area briefing from the sponsoring unit trainer or 341 SW/SEF.

5.2.1.1.3. Anyone with a non-routine requirement to access the HMA will be handled on a case-by-case basis through the Wing Flight Safety Office or a flight line certified unit trainer, and does not require licensing. Individuals will be briefed on flight line driving and one-time permission will be granted. Then when the time comes, all the individual must do is contact Helicopter Operations.

5.2.2. POV operations are prohibited except as outlined in para 4. Any POV operators must coordinate with the 40 HF Duty Officer (ext. 3250) or DSI Maintenance before entering the HMA to ensure there are no helicopters operating in that area. Any POV authorized to enter the HMA must display an Authorized POV marker in the front window. The Wing Flight Safety Office is responsible for those markers.

### **5.3. Helicopter Movement Area Driving Training.**

5.3.1. The unit trainers will ensure all authorized personnel are trained in all aspects of HMA driving. Training will consist of academic training time and a subsequent exam. A minimum score of 80 percent is required to pass the exam. When a satisfactory test score is received, the unit trainer will send a letter with names, unit, card number, trainer's name, and date of certification to 341 SW/SEF.

5.3.2. Minimum academic training requirements:

5.3.2.1. Flight line entry points, signs, and markings.

5.3.2.2. Helipad locations, helicopter operating areas, and cautions.

5.3.2.3. Speed Limits.

5.3.2.4. How to approach a helicopter, day or night, and during exercises or emergencies.

5.3.2.5. Vehicle parking and chocking in the HMA.

5.3.2.6. Foreign Object Damage (FOD).

5.3.2.7. Night and inclement weather driving conditions.

5.3.2.8. Operator care requirements.

### **6. Administrative Procedures.**

6.1. All unit trainers of squadrons that use the flight line must be designated in writing by the squadron commander and a copy forwarded to Flight Safety office (341 SW/SEF). Normally the unit trainer will be the VCO or VCNCO of the unit. Those unit trainers must be certified flight line drivers themselves.

6.2. Units will maintain a master listing of their personnel who are authorized to drive in the aircraft ground movement area and will forward a copy to 341 SW/SEF who will maintain the base master list. The listings of personnel will include the individuals name, unit, trainer's name, date issued, and

the certificate number issued to the individual. In addition, if changes are made, an updated listing will be forwarded to 341 SW/SEF.

6.3. 341 SW/SEF will provide a basic academic lesson plan for all units. Unit trainers will be responsible for adding any unit specific material to complete the unit lesson plan. All modified lesson plans must be approved by 341 SW/SEF prior to use.

6.4. Unit HMA driver training programs will be inspected on an annual basis by 341 SW/SEF. In addition, 341 SW/SEF will administer periodic flight line operator spot checks for appropriate training documentation and authorization. These spot checks will be incorporated into the flight safety Spot Inspection Program. 341 SE/SEF will immediately report any negative inspection results to unit trainers.

6.5. Unit trainers will conduct and document annual refresher training for all qualified drivers.

6.6. Unit trainers must meet the requirements of para 6.1., and be familiar with Air Force Instruction 24-301, *Vehicle Operations* and AFJMAN 24-306 CH 25, *Operation of Motor Vehicles on Air Force Flight Lines*.

## 7. Operating Standards.

### 7.1. Speed Limits.

7.1.1. General Purpose Vehicles - 15 MPH.

7.1.2. Special Purpose Vehicles - 10 MPH.

7.1.3. All vehicles are restricted to 5 MPH in the vicinity of helicopter operations.

7.1.3.1. Exceptions:

7.1.3.1.1. Emergency first response vehicles involved with an aircraft or ground emergency within the aircraft ground movement area may exceed the speed limit using caution and good judgment.

7.1.3.1.2. Snow removal equipment may be driven at the recommended speeds to accomplish snow and ice removal.

7.2. **Traffic Flow Procedures** . Routes and procedures drivers will use are as follows:

7.2.1. In accordance with Air Force Instruction (AFI) 31-101, *Air Force Installation Security Plan*, aircraft parking ramps and taxiways not within a restricted area will be classified as a Controlled Area and will warrant approval from owner/user agency before access is allowed.

Therefore, use of, or travel through, the HMA requires prior clearance from the 40 HF Duty Officer. The 40 HF Duty Officer may be contacted via landline, ext 3250 or by radio, Missile Net Frequency 4.

7.2.1.1. Exceptions:

7.2.1.1.1. Fuel trucks receiving notification from helicopter maintenance for refueling constitutes clearance.

7.2.1.1.2. Vehicles responding to helicopter ground or flight emergencies do not require prior permission provided caution and good judgment are used.

7.2.1.1.3. Helicopter maintenance personnel can operate unrestricted in the helicopter parking and movement area.

7.2.1.1.4. When helicopter operations is closed, contact base dispatch at x3746 for approval to enter the HMA.

7.2.2. Any vehicle in the HMA must yield to hovering or flying helicopters within the immediate vicinity.

7.2.3. Prior to traveling in the aircraft ground movement area, drivers will stop and ensure the area is clear of any helicopter traffic.

7.2.4. In the event of an emergency, responding vehicles may use the most expeditious route to the mishap site. Drivers must exercise good judgment during emergency response.

7.2.5. Snow removal. CES personnel will contact the 40 HF Duty Officer for coordination. If helicopter operations is closed, snow removal personnel have control of the aircraft ground movement area.

7.2.6. It is desired but not required for vehicles operating in the HMA to have two-way radio communication with helicopter operations. Drivers can contact helicopter operations via telephone (ext 3250) or radio for coordination. Helicopter operations monitors FM Channel 4 on the Malmstrom missile net.

7.2.7. Approaching Helicopters. All vehicles will approach a parked helicopter with the driver's side of the vehicle towards the front of the helicopter. Except for servicing operations, no vehicle will stand, park or be driven closer than 50 feet from any part of the helicopter. Remain in front of and to the side of a helicopter whenever possible. Do not approach a helicopter from the rear when it is operating.

7.2.8. Parked Helicopters. Vehicles will not be backed toward a helicopter unless a spotter is posted and a chalk is used to prevent the vehicle from backing into the helicopter.

7.2.9. Emergency or Exercise Operations. During a helicopter accident or incident, emergency or exercise situation, all vehicles not directly involved with the situation will immediately leave the HMA and ramp area as soon as possible. Vehicle will stop and yield the right-of-way to emergency vehicles when seen or heard.

### **7.3. Vehicle Operator Procedures.**

7.3.1. Vehicle Lights. Drivers will not approach the front of a hovering helicopter at night. If it is unavoidable, position the vehicle in a location that is well clear of the helicopter's intended hover taxi route and turn off the vehicle's headlights until the aircraft has passed. Headlights positioned directly at the helicopter will severely impair the aircrews night vision. Parking lights will be left on to show the position of the vehicle.

7.3.2. Vehicle Parking (In Other Than Designated Parking Areas). When parking any wheeled equipment or vehicle on the flight line and leaving the driver's seat unattended, the following applies:

7.3.2.1. Engine will be turned off.

7.3.2.2. Select reverse (standard shift) or park (automatic shift).

7.3.2.3. Hand brake or parking brake will be set.

7.3.2.4. Chocks will be used to secure all vehicles and wheeled equipment that do not have an integral braking system. If the hand brake is not used due to inclement weather, or is inoperative, chocks will be used. CHOCKS and PARKING BRAKE will be used for all aircraft fueling vehicles.

7.3.2.5. Hazard lights will be on.

7.3.3. Parking lights will remain turned on or hazard lights will be used when vehicles are parked on the flight line during the hours of darkness or in inclement weather.

7.3.4. Vehicles will be left unlocked with keys in the ignition. **NOTE:** Emergency or aircraft servicing vehicles may be left unattended with engines running (for required power equipment), but the operator must select park or neutral, set handbrake and chock the rear wheels.

7.3.5. Helicopter Refueling and Servicing. Follow published T.O. guidance for helicopter refueling.

7.3.6. Helicopter Towing Operations: An authorized and qualified driver will operate the tow vehicle. Helicopters will not be towed at more than 5 mph. Wing walkers will be used when required.

**8. Foreign Object Damage (FOD) Prevention.** Vehicles on the flight line are a major source of foreign objects that damage helicopter rotor blades and can be ingested into jet engines with disastrous results. Before operating a vehicle near the helicopter parking ramp or either helipad, the operator will ensure that all equipment carried on their vehicle is properly stowed and secured and that the vehicles are inspected for objects that could damage aircraft. All airfield maintenance vehicles such as snow plows, brooms and vacuum sweepers, will be visually checked on a periodic basis and prior to leaving the area work area, for missing parts that may have been lost on the flight line. The vehicle operator will either retrace the route searching for the lost part or report the incident to Flight Safety so they can actively search for the potential FOD. If the vehicle is coming from a gravel or dirt road, the driver will stop and check the tires for mud and rocks before entering the HMA.

## **9. Helicopter Movement Area Management.**

**9.1. General .** Helicopter operations are the only authorized flying allowed at Malmstrom Air Force Base. Helicopter operations are authorized in those areas outlined in **Figure 1**, and are described in para **9.2**.. Operations in other areas not outlined in this instruction or in **Figure 1**, are authorized with the permission of the 40 HF/DO or CC.

**9.2. Helicopter Movement Area Information .** (See **Figure 2**.)

9.2.1. Flight line areas

9.2.1.1. Helicopter parking area and VFR Helipad south of Building 1440 (3 Bay Hangar).

9.2.1.2. Infield grass and 3000-foot runway slide area between and including Taxiways Q and R.

9.2.1.3. The entire closed runway.

9.2.2. Designated parking area

9.2.2.1. The helicopter maintenance parking lot inside the HMA lines and barriers on the

southwest side of building 1440.

**Figure 2. Flight line Area Map with Entry Points**



### 9.3. Exercises .

9.3.1. The exercise evaluation team chief will ensure the 40 HF/CC or designated representative are briefed at least 24 hours prior to any exercise that will affect any portion of the Malmstrom flight line.

9.3.2. All closures of the helipads or weather operations facilities will be simulated unless otherwise directed by EET member personnel or other command authority.

**9.4. Helicopter Movement Area Construction .**

9.4.1. All airfield construction must be coordinated with the Heliport Management Committee through the Wing Flight Safety office (341 SW/SEF). The Civil Engineering section concerned will provide the location, start date, duration, and estimated completion time. Coordination may be made by any of the following:

- 9.4.1.1. 341 CES Superintendent of Heavy Repairs..
- 9.4.1.2. 341 CES Horizontal Construction.
- 9.4.1.3. Civil Engineering foreman appropriate for type of airfield work planned.
- 9.4.1.4. 40 HF Flight Safety.

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Commander

**Attachment 1****GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

**AFB**—Air Force Base

**CE**—Civil Engineer

**DSI**—Dynamic Science Inc. – Helicopter maintenance contractor

**HF**—Helicopter flight

**IFR**—Instrument Flight Rules

**GMV**—Government Motor Vehicle

**ODO**—Operations Duty Officer

**POV**—Privately Owned Vehicle

**SFS**—Security Forces Squadron

**SVS**—Services Squadron

**VFR**—Visual Flight Rules

***Terms***

**Helicopter Movement Area**—Area of the ramp and parallel taxiway extending from the Base Fire Department south and west including the entire ramp area south of the 3 Bay Hangar. The Helicopter Movement Area is outlined on the ramp by a painted red line. Controlled access signs are located around the helicopter movement areas. Any vehicle in the helicopter movement area must yield to any hovering or flying helicopters.

**IFR Helipad**—Instrument Flight Rules helipad located abeam Taxiway Romeo.

**VFR Pad**—Visual Flight Rules helipad located on the parallel taxiway abeam the IFR Helipad.